

# PeopleSoft Printing the NDS Employee Listing Report

September 7, 2006



## REQUESTING A NDS EMPLOYEE LISTING

Use the following navigation to 'NDS Employee Listing' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'.  
Main Menu>ND State Applications>Reports>Employee Listing

**NDS Employee Listing**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search by: Run Control ID begins with

☐ Case Sensitive

Search

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

The screen on the following page shows where you need to enter the company, this is 'ND'. Then Click 'Run'.

Employee Listing

Run Control ID: 11000
[Report Manager](#)
[Process Monitor](#)

Run

Company: ND

Save

Return to Search

Notify

Add

Update/Display

The following screen shows the parameters for the report. The Server Name should be 'PSNT'. The report is formatted to show best in adobe PDF format so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.

Process Scheduler Request

User ID: lberger3
Run Control ID: 11000

Server Name: PSNT
Run Date: 09/07/2006

Recurrence:
Run Time: 10:58:24AM

Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Employee Listing	NDSR205	Crystal	Web	PDF	<a href="#">Distribution</a>

OK

Cancel

When you are returned to this screen, click on 'Process Monitor' to view the status of the report running.

The screenshot shows the 'Employee Listing' screen. At the top, there's a tab labeled 'Employee Listing'. Below it, the 'Run Control ID' is 11000. To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. An arrow points from the 'Process Monitor' link. Below the links, there's a 'Company' field with 'ND' and a search icon. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

At the Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.

The screenshot shows the 'Process List' screen. At the top, there are tabs for 'Process List' and 'Server List'. Below them, there's a section 'View Process Request For' with fields for 'User ID' (Iberger3), 'Type', 'Last' (1 Days), 'Server', 'Name', 'Instance', 'Run Status', and 'Distribution Status'. There's a 'Refresh' button and a 'Save On Refresh' checkbox. Below this is a table titled 'Process List' with columns: 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. The table contains five rows of data. The first row has 'Run Status' as 'Success' (circled) and 'Details' as a link. The second row has 'Run Status' as 'Success' and 'Details' as a link. The third row has 'Run Status' as 'Success' and 'Details' as a link. The fourth row has 'Run Status' as 'Success' and 'Details' as a link. The fifth row has 'Run Status' as 'Success' and 'Details' as a link. Below the table, there's a link 'Go back to NDS Employee Listing'. At the bottom, there are buttons for 'Save' and 'Notify', and a link 'Process List | Server List'.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	380332		Crystal	NDSPPR205	Iberger3	09/07/2006 10:58:24AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	380320		SQR Report	PER002_S	Iberger3	09/07/2006 10:06:40AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	380317		SQR Report	PER001_S	Iberger3	09/07/2006 9:33:17AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	380307		SQR Report	NDSPPR21	Iberger3	09/07/2006 8:53:11AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	380304		PSJob	NDSPP201J	Iberger3	09/07/2006 8:53:11AM CDT	Success	Posted	<a href="#">Details</a>

When you come to the Process Detail screen, click on “View Log/Trace” to get the next screen with the report file name.

**Process Detail**

Process

Instance: 380332

Type: Crystal

Name: NDSR205

Description: Employee Listing

Run Status: Success

Distribution Status: Posted

Run

Update Process

Run Control ID: 11000

Location: Server

Server: PSNT

Recurrence:

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☒ Delete Request

☐ Restart Request

Date/Time

Actions

Request Created On: 09/07/2006 11:00:55AM CDT

Run Anytime After: 09/07/2006 10:58:24AM CDT

Began Process At: 09/07/2006 11:01:25AM CDT

Ended Process At: 09/07/2006 11:01:46AM CDT

[Parameters](#)

[Message Log](#)

Batch Timings

[View Log/Trace](#)

OK

Cancel

Then click the report name below to view the report.

**View Log/Trace**

Report

Report ID: 1288

Process Instance: 380332

[Message Log](#)

Name: NDSR205

Process Type: Crystal

Run Status: Success

Employee Listing

Distribution Details

Distribution Node: REFNODE

Expiration Date: 11/06/2006

File List

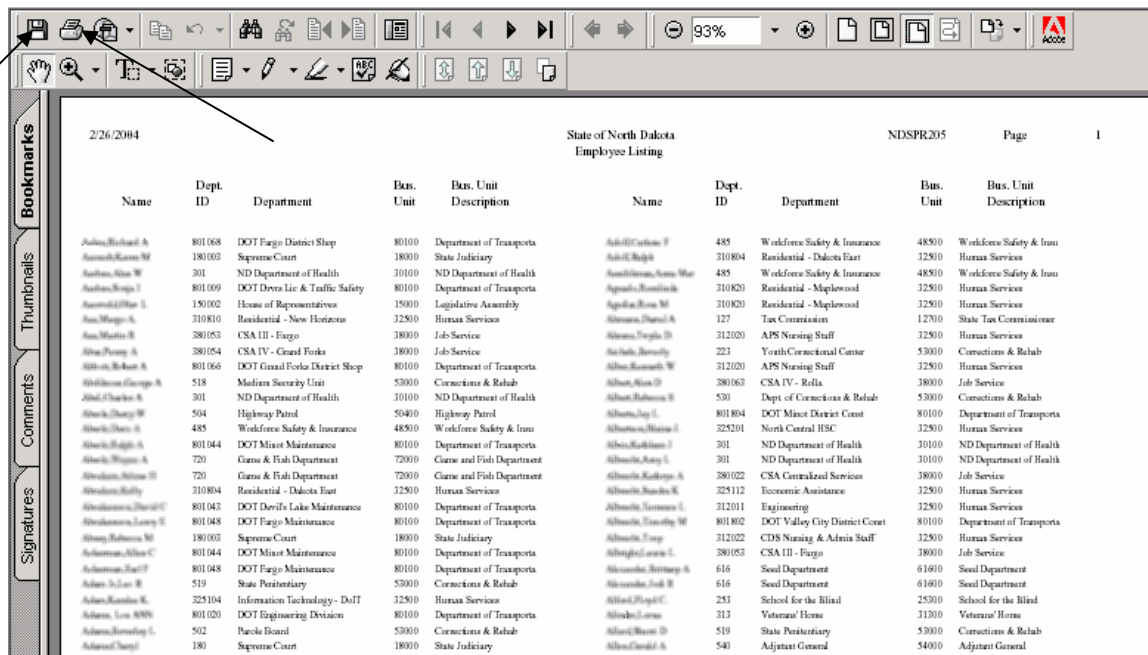
Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	0	09/07/2006 11:01:46.743000AM CDT
<a href="#">NDSR205_380332.PDF</a>	40,408	09/07/2006 11:01:46.743000AM CDT
<a href="#">NDSR205.doc</a>	490	09/07/2006 11:01:46.743000AM CDT

Distribute To

Distribution ID Type	Distribution ID
User	Iberger3

Return

The report, shown below, may then be saved wherever you prefer to store it or you may print it on your own printer.



2/26/2004

State of North Dakota  
Employee Listing

NDSR205 Page 1

Name	Dept. ID	Department	Bus. Unit	Bus. Unit Description	Name	Dept. ID	Department	Bus. Unit	Bus. Unit Description
Adams, Richard A	801068	DOT Fargo District Shop	80100	Department of Transportation	Adams, Richard F	485	Workforce Safety & Insurance	4850	Workforce Safety & Insu
Adams, Karen M	180003	Supreme Court	18000	State Judiciary	Adams, Robert W	210804	Residential - Dakota East	12500	Human Services
Adams, Alan W	301	ND Department of Health	10100	ND Department of Health	Adams, Robert W	485	Workforce Safety & Insurance	4850	Workforce Safety & Insu
Adams, Brian J	801069	DOT Dressing & Traffic Safety	80100	Department of Transportation	Adams, Robert W	210820	Residential - Maplewood	12500	Human Services
Adams, Charles L	150002	House of Representatives	15000	Legislative Assembly	Adams, Robert W	210820	Residential - Maplewood	12500	State Tax Commissioner
Adams, George A	310810	Residential - New Horizons	12500	Human Services	Adams, Robert W	127	Tax Commissioner	12700	Human Services
Adams, George A	380053	CSA III - Fargo	18000	Job Service	Adams, Robert W	212020	APS Nursing Staff	12500	Human Services
Adams, George A	380054	CSA IV - Grand Forks	18000	Job Service	Adams, Robert W	221	Youth Correctional Center	53000	Corrections & Rehab
Adams, Robert A	801066	DOT Grand Forks District Shop	80100	Department of Transportation	Adams, Robert W	212020	APS Nursing Staff	12500	Human Services
Adams, George A	518	Modular Security Unit	53000	Corrections & Rehab	Adams, Robert W	380063	CSA IV - Rolla	18000	Job Service
Adams, Charles A	301	ND Department of Health	10100	ND Department of Health	Adams, Robert W	530	Dept of Corrections & Rehab	53000	Corrections & Rehab
Adams, George W	504	Highway Patrol	50400	Highway Patrol	Adams, Jay L	801804	DOT Minot District Court	80100	Department of Transportation
Adams, Ralph A	485	Workforce Safety & Insurance	48500	Workforce Safety & Insu	Adams, Robert W	325201	North Central HSC	12500	Human Services
Adams, George A	801044	DOT Minot Maintenance	80100	Department of Transportation	Adams, Robert W	301	ND Department of Health	10100	ND Department of Health
Adams, Wayne A	720	Game & Fish Department	72000	Game and Fish Department	Adams, Robert W	301	ND Department of Health	10100	ND Department of Health
Adams, George A	720	Game & Fish Department	72000	Game and Fish Department	Adams, Robert W	380022	CSA Centralized Services	18000	Job Service
Adams, Robert A	310804	Residential - Dakota East	12500	Human Services	Adams, Robert W	325112	Economic Assistance	12500	Human Services
Adams, Robert A	801043	DOT Devils Lake Maintenance	80100	Department of Transportation	Adams, Robert W	312011	Engineering	12500	Human Services
Adams, Robert A	801048	DOT Fargo Maintenance	80100	Department of Transportation	Adams, Robert W	801802	DOT Valley City District Court	80100	Department of Transportation
Adams, Robert A	180003	Supreme Court	18000	State Judiciary	Adams, Robert W	312022	CDS Nursing & Admin Staff	12500	Human Services
Adams, Robert A	801044	DOT Minot Maintenance	80100	Department of Transportation	Adams, Robert W	380053	CSA III - Fargo	18000	Job Service
Adams, Robert A	801048	DOT Fargo Maintenance	80100	Department of Transportation	Adams, Robert W	616	Seed Department	61600	Seed Department
Adams, Robert A	519	State Penitentiary	53000	Corrections & Rehab	Adams, Robert W	616	Seed Department	61600	Seed Department
Adams, Robert A	325104	Information Technology - DoIT	12500	Human Services	Adams, Robert W	251	School for the Blind	25300	School for the Blind
Adams, Lee ANN	801020	DOT Engineering Division	80100	Department of Transportation	Adams, Robert W	313	Veterans' Home	11300	Veterans' Home
Adams, Robert A	502	Parole Board	53000	Corrections & Rehab	Adams, Robert W	519	State Penitentiary	53000	Corrections & Rehab
Adams, Robert A	180	Supreme Court	18000	State Judiciary	Adams, Robert A	540	Adjutant General	54000	Adjutant General